

AFFIRMATIVE EEO EFFORTS SUMMARY REPORT

1. POSITION TITLE: FILLED IN BY SUPERVISOR		SERIES/GRADE: 		DIVISION, OFFICE PROGRAM: 	
2. REVIEW BY LOCAL MANAGEMENT					
NAME: FILLED IN BY SUPERVISOR		TITLE: 		DATE: 	
3. RESULTS/JUSTIFICATION OF REVIEW (ITEM 2). COULD POSITION BE RECONSTRUCTED OR FILLED AT A LOWER GRADE? SUPERVISOR DOCUMENTS THE LOWEST GRADE FOR THE POSITION					
4. CLASSIFICATION BY SERVICING PERSONNEL OFFICE/POSITION CLASSIFIED BY:					
NAME: FILLED IN BY PERSONNEL		TITLE: 		DATE: 	
5. VACANCY ANNOUNCEMENT HISTORY FILLED IN BY PERSONNEL	EEO #: 	ANNOUNCEMENT #: 	OPENED (DATE): 	CLOSED (DATE): 	
6. MINORITY/FEMALE CANDIDATE SEARCH EFFORT SUMMARY FILLED IN BY PERSONNEL					
LETTERS SENT		PERSONAL CONTACTS			
COLLEGES/UNIVERSITIES		DESCRIBE:			
JOB CENTERS					
MINORITY/WOMEN GROUPS					
PROFESSIONAL ORGANIZATIONS					
OTHERS					
7. APPLICANTS FILLED IN BY PERSONNEL			CANDIDATES REFERRED FOR SELECTION		
MINORITY MALES		Q MINORITY MALES			
NON-MINORITY MALES		Q NON-MINORITY MALES			
MINORITY WOMEN		Q MINORITY WOMEN			
NON-MINORITY WOMEN		Q NON-MINORITY WOMEN			
UNKNOWN		Q UNKNOWN			
TOTAL APPLICANTS		TOTAL CANDIDATES			
8. SELECTING OFFICIAL NAME: FILLED IN BY SUPERVISOR		TITLE: FILLED IN BY SUPERVISOR		RECOMMENDATION FOR SELECTION: FILLED IN BY SUPERVISOR	

9. SPECIAL RECRUITMENT EFFORTS TO LOCATE AND/OR INCLUDE MINORITIES AND FEMALES	
A. MANAGER SUPERVISION ACTIONS:	
THE SELECTING OFFICIAL DOCUMENTS EFFORTS TO LOCATE AND INCLUDE MINORITIES AND	
WOMEN.	
B. EEO COORDINATOR AND/OR FOCAL POINTS OF MPE'S:	
THE EEO OFFICE DOCUMENTS REPORTS TO LOCATE AND INCLUDE MINORITIES AND WOMEN, I.E.,	
LETTERS SENT, PHONE CONTACTS, ADVERTISING IN THE DENVER NOTICIERO, VISITS TO SCHOOLS	
AND COMMUNITY.	
C. PERSONNEL OFFICE ACTIONS:	
THE PERSONNEL OFFICE DOCUMENTS EFFORTS MADE TO LOCATE AND INCLUDE MINORITIES AND	
WOMEN.	
10. SIGNATURE OF MANAGER/SUPERVISOR, EMPLOYING OFFICE	SIGNATURE OF SERVICING PERSONNEL REPRESENTATIVE